

21 October 1966

MEMORANDUM FOR: OCR Member of DDI Historical Board

SUBJECT: Preparation of OCR history

REFERENCE: Your memorandum of 10 October 1966

1. Two basic compilations of an historic nature are of general utility and should be assembled with all reasonable speed. One would be a chronology, presumably based on existing chronologies prepared for other purposes, with delimiting notes but with little or no narrative. The second would be an assemblage of basic directives, agreements, memoranda of understanding, etc., that constitute the charter for our existence, organization, and mode of operation. Each Division including the CIA Library should contribute to each of these sections. In addition, there may be some documentation that is available only in the archival material of the Office of the Director of Central Reference.

2. I heartily endorse the suggestion that a short section be prepared summarizing the philosophy behind the Office of Central Reference and outlining doctrine by giving the reasoning that led to each major decision regarding mission and organization within the Office. This section should concentrate on why changes occurred, with a minimum of detail as to what took place.

3. Separate treatment of individual programs should certainly be considered. Candidate topics within the CIA Library would include:

- a. The selection function as developed within the CIA Library
- b. The search function as developed within the CIA Library
- c. The Branch Libraries

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- d. The recataloging/weeding project
- e. Relationships with the Library of Congress

The degree to which these and other topics will be developed will depend chiefly on the priority placed on this kind of work by the Director of Central Reference and the availability of staff with adequate knowledge and aptitude.

4. Within the CIA Library, many persons would contribute, especially to the chronology and the assembling of documents. In order to retain the proper perspective in the presentation, it would be most desirable to have the overall Library portion written by [REDACTED].

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